

# ENGINEERING SPECIFICATION

## FOR

### SUPPLIER QUALITY ASSURANCE

### PROGRAM REQUIREMENTS

## PUEBLO CHEMICAL AGENT-DESTRUCTION PILOT PLANT (PCAPP) PROJECT

QUALITY: <input type="checkbox"/> Q <input type="checkbox"/> NON-Q <input checked="" type="checkbox"/> N/A							
001	2/23/06	Issued to Revise Q Designation, Incorporated Dr. Check Comment # 1063457 and Revised as Noted	BAP	(M)	—	PMP	
000	11/11/05	Revised to Change Document Number for Redesign Only (Supersedes 24852-3PS-000-T0001) and Reissued for Use	BAP	MWM	-	PSP	
REV.	DATE	REASON FOR REVISION	BY	CHKD	EGS	PEM	APPR
ORIGIN			JOB NO. 24852				
Bechtel Pueblo Team			SPECIFICATION No.				REV
			24852-RD-3PS-000-T0001				001
			Sheet 1 of 9				

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## **1 PURPOSE**

This specification establishes the Supplier quality assurance (QA) program requirements for items or services as specified in Section 9 of the purchase order or Exhibit D of the subcontract (if Bechtel procured). The specification does not delete or revise, but adds to, the requirements defined by the procurement documents. If a Supplier believes that an inconsistency exists between this specification and the procurement documents, the Supplier shall immediately notify the Buyer, requesting resolution.

Regardless of Supplier QA program requirements, Sections 3.3 and 5 of this specification are applicable.

## **2 GENERAL PROGRAM REQUIREMENTS**

The term Supplier, as used herein, includes bidder, seller, vendor, fabricator, manufacturer, subcontractor, and consultant whose services are obtained through an agreement for technical services. For subcontracts, the term Contractor should be substituted for Buyer.

The Supplier shall establish and implement a QA program that conforms to the requirements specified on the applicable Supplier Quality Assurance Program Requirements form attached to the material/subcontract requisition or purchase order/subcontract (see Attachment A).

If the requirements of this specification or other procurement documents have not been fulfilled, the Buyer's Supplier Quality Representative (SQR) has the authority to refuse to release for shipment.

## **3 SPECIFIC REQUIREMENTS**

The following sections describe submittal requirements, the document change/revision process, use of the Supplier Deviation Disposition Request (SDDR) form, and requirements for maintenance of records.

### **3.1 SUBMITTALS**

Concurrent with the submittal of the proposal and again upon award of the purchase order, contract, subcontract, or other written agreement, the Supplier shall submit an uncontrolled copy of his QA program document(s) that defines the program that will be followed to meet this specification and the procurement document requirements.

The Supplier Quality Assurance Program Requirements form defines the quality program elements applicable to the Supplier. The Supplier may be required to provide subtier suppliers'/manufacturers' quality program documents when specifically defined in the procurement documentation.

Engineering and quality verification documents shall be submitted to the Buyer in accordance with the provisions of the procurement package.

### 3.2 CHANGES/REVISIONS TO QA PROGRAM DOCUMENTS

The Buyer may accept, accept with comments, or reject the Supplier's QA program documents(s). The Supplier may proceed with only those activities related to the QA program elements that are acceptable. Authorization to proceed with additional activities will be granted only after changes to the QA documents have been agreed to and implemented by the Supplier. All changes to the Buyer-approved Supplier QA program must be submitted to the Buyer for review and approval prior to implementation when there is any reduction in quality commitments. Other changes to the Buyer-approved supplier QA program need not be submitted.

Acceptance of a Supplier's program by the Buyer does not relieve the Supplier of the obligation to comply with the requirements of the procurement documents, including this specification. If the quality program is subsequently found to be ineffective or inadequate, the Buyer reserves the right to require necessary revisions. All proposed program modifications shall be submitted to the Buyer for review and approval prior to implementation when there is any reduction in quality commitments. Other program modifications need not be submitted.

### 3.3 SUPPLIER DEVIATION DISPOSITION REQUESTS

The Supplier shall identify and document conditions that do not meet the requirements of the Buyer's procurement document(s) and/or the Buyer-accepted Supplier document(s). These conditions may be in the form of a manufactured product or service that does not meet contract requirements or a proposed change to the contract documents that the Supplier wants to incorporate in the completed item or service. Such deviations, along with the Supplier's suggested corrective action when applicable, shall be transmitted to the Buyer on the SDDR form (Attachment B) for review and disposition. Any deviation is considered unacceptable until approved by the Buyer in writing. Detailed instructions are provided on the back of the SDDR form, a copy of which is attached to the purchase order/subcontract.

The Supplier shall submit an SDDR, including supporting information that is sufficient for evaluation, to the Buyer with a copy (and attachments, if any) to the Buyer's Supplier Quality Representative (SQR) within five working days of detection of a nonconforming condition of a manufactured product or service or reason to propose a change to contract documents. If this time limit cannot be met, notification by telephone, e-mail, or another appropriate means is acceptable, at which time a revised submittal date shall be established. SDDRs prepared by lower-tier organizations shall be submitted through the Supplier to the Buyer. The Buyer will complete action on the SDDR and return a copy with applicable attachments to the Supplier. Where indicated, the Supplier or the Buyer shall revise documents to reflect the changed condition.

A copy of the completed SDDR (including attachments) shall be placed by the Supplier in the Quality Verification data package for the item(s) to which it applies. The SDDR is considered complete when all entries are made, including the Buyer's Engineering approval and the appropriate verification signatures by the Supplier and the Buyer SQR.

### **3.4 RETENTION OF QUALITY RECORDS**

All quality-related records, procedures, and qualifications shall be available for examination by the Buyer, the Buyer's authorized agent, and/or the Owner. No quality-related records shall be destroyed or otherwise disposed of without written permission of the Buyer until all items required by the procurement documents have been delivered and final payment has been received. The Supplier may be required to retain, for a limited time, certain records that are not transmitted to the Buyer. Record identification and retention time for these records, if required, will be covered by the procurement documents.

## **4 QUALITY LEVELS**

The Buyer has established a system for identifying manufactured items and services with increased quality assurance program requirements—specifically with respect to shop and field surveillance and quality, material traceability, and nondestructive testing requirements. The items have been assigned “Q” designations. While this designation appears on applicable documents, the actual quality-related requirements (e.g., nondestructive testing, material certification, etc.) are described in the procurement documents. For both Q and Non-Q items Suppliers shall have processes to control work activities that meet the PCAPP quality requirements (an ISO 9000 program is acceptable) for a component or assembly specifically manufactured for PCAPP. For manufacturers' published standard products (i.e., catalog items), off-the-shelf items, and bulk materials, the Supplier's (not manufacturer's) quality processes to control receipt, storage, and handling may be required.

## **5 QUALITY SURVEILLANCE**

All design, procurement, manufacturing, processing, assembling, testing, examining, inspection, documenting, handling, storing, cleaning, packaging, shipping, and preserving activities performed by the Supplier and lower-tier Suppliers are subject to surveillance by the Buyer or the Buyer's authorized agent and/or the Owner as described in the purchase order or subcontract (if Bechtel procured).

## **6 ATTACHMENTS**

Attachment A – Supplier Quality Assurance Program Requirements (one sheet)

Attachment B – Supplier Deviation Disposition Request (three sheets)

**Attachment A**

**SUPPLIER QUALITY ASSURANCE PROGRAM REQUIREMENTS**

The following QA Program Elements that are indicated by an X apply and are subject to Buyer/Contractor evaluation and verification.

Program Elements	Seller/Subcontractor Document and Paragraph References To Be Completed By the Seller/Subcontractor
<input type="checkbox"/> Management Responsibility	
<input type="checkbox"/> Quality System	
<input type="checkbox"/> Contract Review (SOW Requirements)	
<input type="checkbox"/> Design Control	
<input type="checkbox"/> Document and Data Control	
<input type="checkbox"/> Purchasing	
<input type="checkbox"/> Control of Customer Supplied Product	
<input type="checkbox"/> Product Identification and Traceability	
<input type="checkbox"/> Process Control	
<input type="checkbox"/> Inspection and Testing	
<input type="checkbox"/> Control of Inspection, Measuring, and Test Equipment	
<input type="checkbox"/> Inspection and Test Status	
<input type="checkbox"/> Control of Nonconforming Product	
<input type="checkbox"/> Corrective and Preventive Action	
<input type="checkbox"/> Handling, Storage, Packaging, Preservation, and Delivery	
<input type="checkbox"/> Control of Quality Records	
<input type="checkbox"/> Internal Quality Audits	
<input type="checkbox"/> Training	
<input type="checkbox"/> Servicing	
<input type="checkbox"/> Statistical Techniques	
Quality System Certificate Number	
Signature of Seller/Subcontractor Representative	Date:
ORIGIN	JOB NO. 24852
Bechtel Pueblo Team	DOCUMENT NO.
	REV

**PCAPP Specification for  
Supplier Quality Assurance Program Requirements**

**24852-RD-3PS-000-T0001  
Rev.001**

**Attachment B**

**SUPPLIER DEVIATION DISPOSITION REQUEST**

<b>Notes:</b> 1. Items 1-18 below to be completed by Supplier 2. *Items, Bechtel entries only 3. Nonapplicable items to be marked "N/A" 4. Attach additional information whenever necessary 5. Bechtel must be notified within 5 days after detection of a deviation 6. A copy of the completed SDDR Form shall be included by the supplier in the quality verification package for each item to which this SDDR applies.											
FOR SUPPLIER USE			FOR BECHTEL USE								
Supplier SDDR	Date Submitted	PROJECT JOB NO.	Bechtel SDDR No.		Date Received						
1. Supplier Name Address City & State Zip											
2. Supplier's Order No.	3. Supplier's Part No.	4. Supplier's Part Name	5. Deviation Detected		6. All Previous SDDR (Nos & Dates)						
			Date	Method							
7. Bechtel P.O./Rev No.	8. Bechtel Part No.	9. Bechtel Part Name	10. Bechtel SQR Notified		11. Bechtel Engineering Notified						
			Date	Method	Date Method						
12. Deviation Description (Attach extra sheets, photographs, sketches, etc. as necessary and quantify quantity and serial Nos as applicable)											
13. Supplier's Proposed Disposition <input type="checkbox"/> Use-As-Is <input type="checkbox"/> Repair <input type="checkbox"/> Modify Bechtel Requirements 14. Cost Impact 15. Schedule Impact 16. Proposed Disposition and Technical (plus Cost/Schedule, if applicable) Justification: (attached extra sheets, sketches, etc. as necessary) 17. Associated Supplier Document Change(s) 18. Supplier's Authorized Representative											
						*19. Bechtel Engineering Action Engineering <input type="checkbox"/> Drawing Change ( <input type="checkbox"/> Bechtel <input type="checkbox"/> Supplier) <input type="checkbox"/> Licensing Document Change <input type="checkbox"/> Accepted Follow-up <input type="checkbox"/> Spec./Req. Change ( <input type="checkbox"/> Bechtel <input type="checkbox"/> Supplier) <input type="checkbox"/> Price Adjustment <input type="checkbox"/> Rejected <input type="checkbox"/> Other Suppliers Affected <input type="checkbox"/> Other					
						*20. Bechtel Disposition Statement including Justification (Attached extra sheets, sketches, etc. as necessary)					
						21. Bechtel Disposition Approval/Signature Date EGS _____ PE _____ 22. Supplier Date 23. Bechtel Supplier Quality Representative					

**Attachment B – Supplier Deviation Disposition Request (cont'd)**

**INSTRUCTIONS FOR COMPLETING SDDR FORM**

This form is to be used by a supplier to:

- a) Notify Bechtel when manufactured product or service does not meet established contract requirements and to document the supplier's proposed disposition, with their technical (and where appropriate, Cost/Schedule) justification
- b) Notify Bechtel when the supplier wants to propose changes to the contract documents unanticipated at time of award
- c) Record Bechtel's disposition of the SDDR.

A deviation is any departure from the requirements of the procuring documents, which the supplier has incorporated or proposes to incorporate in the completed item or service provided. Deviation disposition can be classified as Use-As-Is, Repair, or Modify Requirement.

Repair is defined as the process of restoring a nonconforming characteristic to a condition such that the capability of an item to function reliably and safely is unimpaired, even though that item still may not conform to the original requirement. Repair includes alterations to the properties of the material through heat-treating, welding, metal deposition, chemical processing, etc. The SDDR form is not to be used for cases where Bechtel has previously provided authorization to proceed using an accepted repair procedure covering a specific type of repair; however, records must be maintained for each specific repair.

Bechtel's engineering action and disposition statement does not relieve the supplier from responsibility for the accuracy, or suitability of the item or service being provided as defined in the procuring documents, nor does it constitute waiver of the right to renegotiate the terms of the procuring documents.

**Block**

**No.    Entry Information**

1. Supplier's name and address – city and state and zip. List same information for lower-tier Suppliers if applicable.
2. Supplier's order number if one has been assigned.
3. Supplier's Part No.(s) as applicable from the drawing, catalog, internal specification, etc.
4. Supplier's Part Name.
5. Date deviation detected and method used to detect deviation (NDE, dimensional check, visual, etc.)
6. List all previous SDDRs (and their dates) that have been submitted for similar deviations requested on this Purchase Order.
7. Bechtel Purchase Order Number and Revision Number.
8. Bechtel Material Requisition (item, part, tag or code) number(s).
9. Bechtel Part Name, if one has been assigned.
10. Date and method (FAX, letter, etc.) used to notify the Bechtel Supplier Quality Representative (SQR) whenever Bechtel Quality Surveillance is applicable.
11. Date and method (FAX, letter, etc.) used to notify Bechtel Engineering.
12. Describe any deviating characteristics and define the extent of the out-of-specification condition for each identified piece affected. Include quantities and serial, lot, batch, heat, or other numbers as appropriate. Identify the location of the deviating characteristic by print coordinates or specific location, as applicable. Attach reproducible quality extra sheets, sketches, photographs, etc., as necessary.  
  
When proposing a change in either supplier or Bechtel documents, describe the change; identify the documents completely, including title or subject, date, and revision; and where appropriate, attach a copy of areas in question.
13. State proposed disposition.



**Attachment B – Supplier Deviation Disposition Request (cont'd)**

**INSTRUCTIONS FOR COMPLETING SDDR FORM**

**Block**

**No.    Entry Information**

15. Enter delivery schedule impact that would result from proposed changes.
16. Describe the proposed disposition and provide technical (and where appropriate Cost/Schedule) justification for Bechtel's evaluation. Attach reproducible quality copies whenever required. If the deviation is correctable by repair, submit a detailed repair procedure or reference the procedure previously submitted and assigned Level 1 by Bechtel for use in similar situations. Provide Bechtel control number, supplier control number, and procedure title. For documents, provide suggested corrective wording, procedures, documents, etc. Provide a copy of each SDDR attachment to the Bechtel SQR at the supplier's location, if applicable.
17. Identify the nature of changes that may be needed on associated supplier documents (drawings, specifications, procedures, installation instructions, etc.).
18. Enter the name (typed or printed) and title of the supplier representative authorizing the disposition request and appropriate signature and date signed.
- \*19. Check all applicable boxes to define the action required by Bechtel Project Engineering. Note: Price adjustment requires Procurement Document (Purchase Order) Change.
- \*20. Provide appropriate justification for the Bechtel action(s) indicated in Block 19. When changes to drawings, specifications, requisitions, or other Bechtel documents are involved, each document should be identified and the associated change briefly described. If other suppliers are affected, indicate who they are and the document that initiated resolution of that involvement. "Other" follow-up action (e.g., the need for additional Bechtel calculations, additional drawings or sketches, inspection by a Project Engineering representative, etc.) should also be identified here. If construction action is required, so indicate.
- \*21. EGS – Signature of the responsible Engineering Group Supervisor accepting the Engineering action and the date signed.  
PE – Signature of the Bechtel Project Engineer (or designee) and the date signed.  
– Other position and signature(s) if required by project and date signed.
22. Signature of the Supplier's inspector or other representative authorized to verify that the accepted disposition was correctly accomplished and the date signed.
- \*23. Signature of the Bechtel SQR (when an SQR is assigned to the order, and date. This signature indicates that the accepted disposition was correctly implemented and verified (on a random sample basis if the SDDR applies to several parts).

\*Indicates Bechtel entries only